



TRAINING NEWSLETTER

June 2007

TIME MANAGEMENT IN THE WORKPLACE

We all face a daily dilemma: **too much to do and not enough time to do it.** Time management is our opportunity to control and resolve this dilemma, and habits are the key.

In order to change your time management habits, you must first identify them. One tool used to identify current time management behaviors is the Time Mastery Profile. This profile is a complete assessment that helps individuals set priorities and manage time more effectively by evaluating 12 critical areas:

Attitudes – stop thinking about it and simply do it

Goals – develop SMART goals

Priorities – distinguish between important and urgent

Analyzing – strive for continual improvement

Planning – create a daily “to do” list

Scheduling – schedule quiet times in the workplace

Interruptions – manage drop-in visitors and telephone calls

Meetings – stay in control, resist tangents, and keep on target

Written communication – dump, delegate, do, or delay

Delegation – learn to share your work with others

Procrastination – stop putting off unpleasant or difficult work

Team time – respect the time of others

In a half-day [Time Mastery](#) workshop on June 21st, participants will explore their unique time mastery profile. They will learn to effectively organize their time, recognize their time management strengths, and utilize their strengths for increased productivity.

[Time Mastery](#) ♦ Thursday, June 21st ♦ 8:30 – 12:00
Hoover State Office Building ♦ \$105/person

To enroll, please complete and return a PDS course registration form to your agency's training liaison, or contact Dawn Stohs (515-725-2051) for more information.

PMP CERTIFICATION

All organizations need to meet project deadlines on time and within budget, as well as meet stakeholder expectations. Exceptional project managers utilize best practice project management techniques and continually work to identify and prioritize projects to align with the organization's strategy.

The Project Management Professional (PMP) Certification is one of the world's most widely recognized professional credentials for project managers. PMP demonstrates a commitment to the profession of project management and serves as the basis from which professionals can competently practice as a project manager, leading and directing project tasks.

In order to obtain the certification, individuals must complete a variety of educational and professional requirements. Two of the educational requirements are currently available through New Horizons Computer Learning Centers in Des Moines.

Intro to Project Management

Course Number: PD 252

Date/Time: July 23 – 25

Cost: \$1320/person

Scope & Requirements Management

Course Number: PD 253

Date/Time: July 26 – 27

Cost: \$880/person

For more information about the PMP certification and New Horizons courses, please contact Teri Vos at (515) 226-3265 or TeriV@Newhorizonsdm.com.

“Whether you think you can or you can't, you're right.”

– Henry Ford

UPCOMING WORKSHOPS

DES MOINES

[Preventing Sexual Harassment for Employees](#)

June 12, 2007 (1:00 – 4:00)

[ITIL Service Management](#)

June 13, 14, and 15, 2007 (1:00 – 5:00)

[Professional Image](#)

June 20, 2007 (8:30 – 4:30)

[Investigating Employee Misconduct](#)

June 21, 2007 (8:30 – 3:30)

[Minute Taking](#)

June 21, 2007 (8:30 – 11:30)

SIOUX CITY

[Investigating Employee Misconduct](#)

June 12, 2007 (8:30 – 3:30)

[Human Relations Skills](#)

July 10 – 11, 2007 (8:30 – 4:30)

[Business and Organizational Ethics](#)

August 16, 2007 (8:30 – 4:30)

[Customer Service](#)

September 11, 2007 (8:30 – 4:30)

[Communication Enhancement](#)

October 29, 2007 (8:30 – 4:30)

Performance & Development Solutions

Iowa Department of Administrative Services ♦ Human Resources Enterprise

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Website: <http://www.das.hre.iowa.gov/LearnAtPDS/> ♦ [Download Course Registration Form](#)